

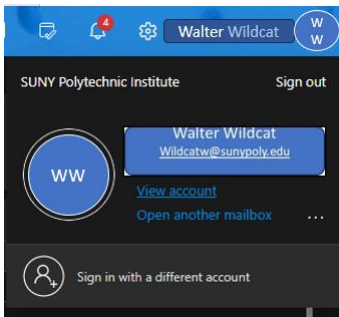
Changing your campus account password

Effective Tuesday, October 14, 2025, we will be implementing a new process for changing your campus account password.

Going forward, all passwords will be managed within our Microsoft tenant.

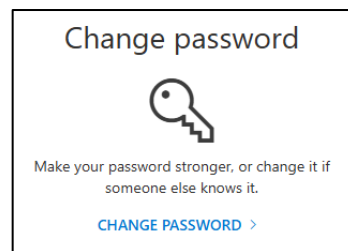
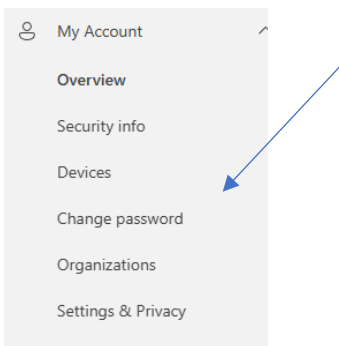
There are two different ways you can change your password.

1. If you use your browser for email:
 - a. Click on the initial icon to the right of your name in the upper right corner of your browser window.



Select View Account.

Select Change Password from the navigation pane on the left side of the screen, or select the Change Password option icon located to the right side of the screen.

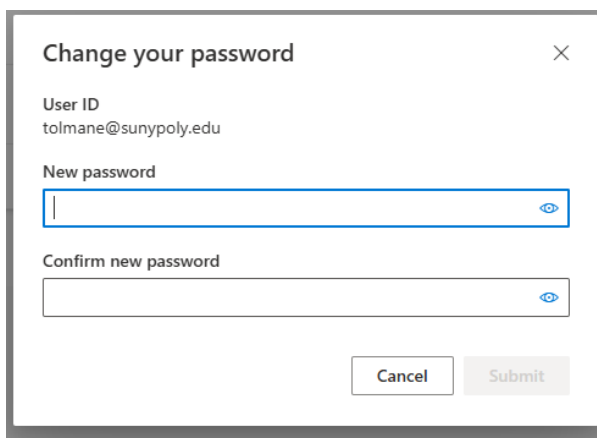


You will be prompted to authenticate using Multifactor Authentication (MFA).

You will see the screen below prompting you to change your password

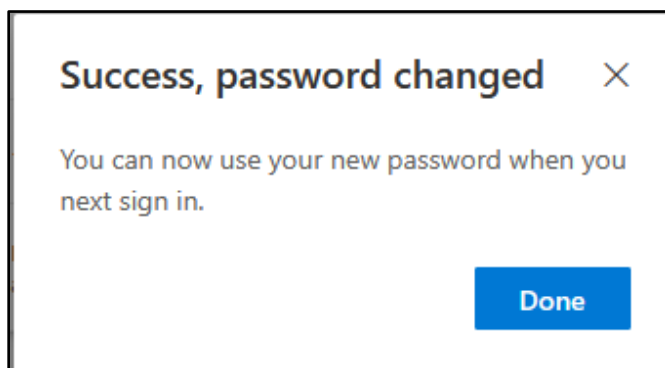
Password Complexity Requirement

- All passwords must be at least eight characters in length.
- Passwords must not have been used in two previous password cycles.
- Passwords must not contain the individual's name or account name.
- Passwords must contain at least three of the following four character groups:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numerals (0 through 9)
 - Non-alphabetic characters (such as !, \$, #, %)



A dialog box titled "Change your password" with a close button (X) in the top right corner. It displays the "User ID" as "tolmane@sunypoly.edu". Below this, there are two input fields: "New password" and "Confirm new password", each with a toggle icon (an eye) to the right. At the bottom, there are two buttons: "Cancel" and "Submit".

You will see the following screen after your password is changed

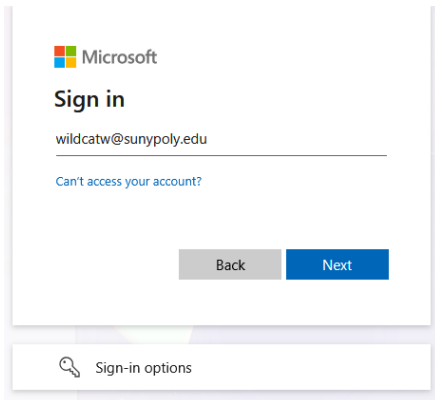


A message box titled "Success, password changed" with a close button (X) in the top right corner. The text inside reads: "You can now use your new password when you next sign in." At the bottom right, there is a blue button labeled "Done".

2. The second way is to use the following link

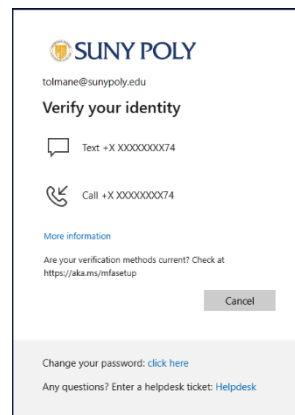
<https://mysignins.microsoft.com/security-info>

Enter your email address if prompted.

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left. Below it, the text "Sign in" is displayed. A text input field contains the email address "wildcatw@sunypoly.edu". Below the input field is a link that says "Can't access your account?". At the bottom of the sign-in area are two buttons: "Back" and "Next". Below the sign-in area is a section titled "Sign-in options" with a magnifying glass icon.

Click the Next button.

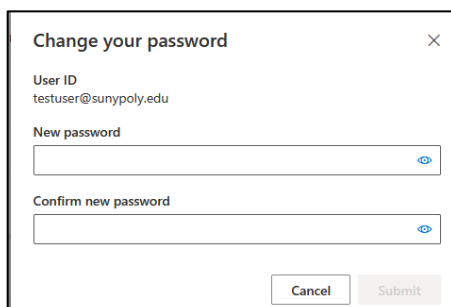
Verify your identity if prompted (MFA)

A screenshot of the SUNY POLY "Verify your identity" screen. At the top is the SUNY POLY logo. Below it is the email address "tolmane@sunypoly.edu". The heading "Verify your identity" is followed by two options: "Text +X XXXXXXXXXX74" and "Call +X XXXXXXXXXX74". Below these is a link for "More information". A paragraph asks if verification methods are current and provides a link to "https://aka.ms/mfasetup". At the bottom right is a "Cancel" button. At the very bottom, there are links for "Change your password: click here" and "Any questions? Enter a helpdesk ticket: Helpdesk".

You will see the screen below prompting you to change your password

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A screenshot of a "Change your password" dialog box. It has a title bar with a close button (X). Inside, it shows the "User ID" as "testuser@sunypoly.edu". There are two text input fields: "New password" and "Confirm new password". Each input field has a toggle icon (an eye) to the right. At the bottom of the dialog are two buttons: "Cancel" and "Submit".

You will see the following screen after your password is changed

